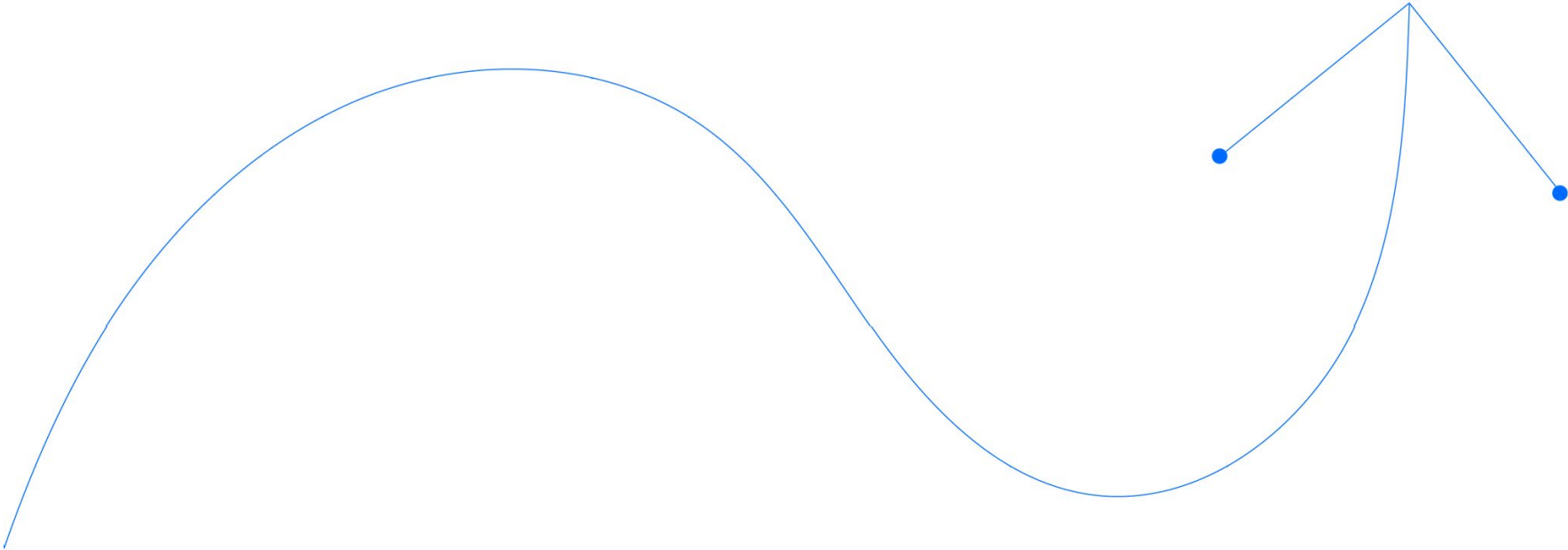


Santos

**VENDOR INVOICE & CREDIT
NOTE SUBMISSION STANDARD**



Purpose and Overview

Santos

Document Purpose

The Purpose of this Standard is to ensure all Santos suppliers invoice in a manner that best facilitates accurate and prompt payment.

Document Overview

The following document is divided into several sections for ease of use.

General Requirements & Key Contacts: Contains general rules on invoice preparation, submission, where to send invoices, and key support contacts.

Submission Requirements: Includes examples of compliant invoices, a list of the required information and attributes to meet the minimum and ideal requirements, as well as any other specifics as required.

1. [General Requirements & Key Contacts](#)
2. [Submission Requirements for “Materials”](#)
3. [Submission Requirements for “Services”](#)
4. [Submission Requirements for “Planned Services”](#)

General Requirements and Key Support Contacts

Invoice Submission & General Invoicing Requirements

Document Formatting Requirements

1. Each document must have a unique reference number (maximum 16 characters).
2. File Format: Submit one document per PDF. Files must be system generated. Scanned or image-based PDFs will be rejected.
3. Naming Convention: File names must clearly identify the document type:
 - Invoice: Use 'INV' or 'INVOICE'
 - Credit Note: Use 'CRN' or 'CREDIT NOTE'
4. Size Limit: Total email size (including attachments) must not exceed 10 MB.

Submission Rules

1. Submit one invoice per Purchase Order (PO) unless approved otherwise in writing.
2. Documents must be submitted within 45 days of service completion or delivery, unless contract terms differ.
3. Email invoices once only to the Accounts Payable submission address listed on the PO.
4. Send all statements, follow-ups, and general queries to the AP Support email listed on the PO.
5. Do not submit duplicate invoices. Any errors must be reported to AP Support immediately.

Supporting Documentation

1. Attachments: Include all required supporting documentation (e.g. timesheets, receipts, delivery notes).
2. Site Approvals: Field tickets or rig stamps must be signed before leaving the site and attached to the invoice.

Corrections & Credit Notes

1. To cancel or correct an invoice, issue a credit note. Do not attempt to recall the original submission email.
 - Service Orders: Issue a full credit note, then submit a new invoice.
 - Material Orders: Issue a credit note for specific quantity or price variances.
2. Credit Note Details: All credit notes must include full details and clearly reference the original invoice number.

Payment & Compliance

1. Payment terms commence from the date the invoice is received by Accounts Payable, not the document date.
2. Tax & Compliance: Santos NA (19-12) Pty Ltd (STO) is required to submit all relevant taxes to Australian and Timor-Leste governments. Invoices for service orders must comply with the **Invoicing Guidelines – Bayu Undan Services**.

Where to send your invoices

- Santos Australia – accounts.payable.einvoice@santos.com
- Santos PNG - einvoice-png@santos.com
- OilSearch Alaska - usa.invoices@santos.com

Invoice Support Contacts

- Santos Australia - accounts.payable@santos.com
- Santos PNG - pngacpay@santos.com
- OilSearch Alaska - usa.accountspayable@santos.com



Submission Requirements for “Materials”

Santos

Invoice Submission Information & Attributes

Please ensure the following information is included in all invoices

1. ABN/Company Number, Company Name, Company Address, Email Address
2. Clearly Identify that the document is an invoice
3. Unique invoice number and invoice date
4. Invoice Address & Santos Entity as per the Santos Purchase Order
5. Santos Purchase order number
6. All Invoiced lines must reference the Purchase Order line
7. Santos Part Number
8. Description
9. Quantity of Goods/Service
10. Unit of Measure (e.g., hours, days, each, etc.)
11. Unit Price
12. Sales and Use Tax (If Sales and Use Tax is charged, the correct calculation should be applied, verified, and displayed)
13. Banking details
14. Currency applicable for invoice

NOTE: For Materials Purchase Orders - Price & Quantity must match Purchase Order prior to supply to avoid invoice rejection. If you require an amendment, please contact the Procurement Contact as specified on the Purchase Order.

TAX INVOICE

A Company

1 George St, Brisbane QLD 4000
 Email: Acompany@company.com
 ABN 42 412 110 010

Invoice No: 001875463

Date: 26/11/2023

Invoice To: Santos Ltd
 GPO Box 1247
 Adelaide, SA 5001

Purchase Order: 4500012345

PO Line	Santos Part Number	Description	Qty	UOM	Unit Price	Sub Total	GST	Total
1	41105720	PARTS KIT, VALVE, MAIN VALVE, 2IN X 3IN TYPE 223/233	2	KIT	\$249.95	\$499.90	\$49.99	\$549.89
2	41213408	BEARING, PEDESTAL EXPANSION, 3-7/16IN, ARIEL COMPRESSOR	1	EA	\$72.40	\$72.40	\$7.24	\$79.64
3	41103603	NIPPLE, PIPE, 3/4IN NPS, STAINLESS STEEL ASTM 316 MAT, 3000PSI RATING	10	EA	\$8.70	\$87.00	\$8.70	\$95.70
							GST Sub Total - 10%	\$65.93
							Freight (AUD)	\$0.00
							Total Incl GST (AUD)	\$725.23

Payment Terms: 30 days End of Month

Banking Details Account Name: A Company
 BSB: 000 789
 Account: 0963 8524



Submission Requirements for “Services”

Santos

Invoice Submission Information & Attributes

Please ensure the following information is included in all invoices

1. ABN/Company Number, Company Name, Company Address, Email Address
2. Clearly Identify that the document is an invoice
3. Unique invoice number and invoice date

Invoice Address & Santos Entity as per the Santos Purchase Order

5. Santos Purchase order number
6. All Invoiced lines must reference the Purchase Order line
7. ESN (If Applicable)
8. Description
9. Quantity of Goods/Service
10. Unit of Measure (e.g., hours, days, each, etc.)
11. Service Rate

Sales and Use Tax (If Sales and Use Tax is charged, the correct calculation should be applied, verified, and displayed)

13. Banking details
14. Currency applicable for invoice

NOTE: For Services Purchase Orders: Service Purchase Orders can often have tolerances enabling over receipts. Please contact the Requestor if unsure, as specified on the Purchase Order, and avoid invoice being placed on hold

TAX INVOICE

1 **A Company**

1 George St, Brisbane QLD 4000
 Email: Acompany@company.com
 ABN 42 412 110 010

3 Invoice No: 0019173584

Date: 30/11/2023

4 Invoice To: Santos Ltd
 GPO Box 1247
 Adelaide, SA 5001

5 Purchase Order: 4800098765

PO Line	ESN	Service Description	Date/Period	Qty	UOM	Rate	Sub Total	GST	Total
6 1	7 05945-0010-00010 05945-0010-00130 05945-0020-00270	8 Engineering Support	30/11/2023	9 1	10 MON	11 \$35,000.00	\$39,837.00	\$3,983.70	\$43,820.70
		Telescope Rental	16/11/2023	4	DAY	\$378.00	\$1,512.00		
		Machine Operator	16/11/2023	38	HOUR	\$87.50	\$3,325.00		
2	05945-0010-00160 05945-0010-00050 05945-0020-00180	Administration Support	30/11/2023	23	DAY	\$320.00	\$42,760.00	\$4,276.00	\$47,036.00
		Project Manager	30/11/2023	1	MON	\$31,500.00	\$7,360.00	\$31,500.00	
		Standby Charges	18/11/2023	3	DAY	\$1,300.00	\$3,900.00		
Payment Terms: 30 days End of Month							GST Sub Total - 10%		\$8,259.70
13 Banking Details Account Name: A Company BSB: 000 789 Account: 0963 8524							14 Total Incl GST (AUD)		\$90,856.70



Submission Requirements for “Planned Services”

Santos

Invoice Submission Information & Attributes

Please ensure the following information is included in all invoices

1. ABN/Company Number, Company Name, Company Address, Email Address
2. Clearly Identify that the document is an invoice
3. Unique invoice number and invoice date
4. Invoice Address & Santos Entity as per the Santos Purchase Order
5. Santos Purchase order number
6. All Invoiced lines must reference the Purchase Order line
7. Planned service line
8. Description
9. Quantity of Goods/Service
10. Unit of Measure (e.g., hours, days, each, etc.)
11. Unit Price
12. Sales and Use Tax (If Sales and Use Tax is charged, the correct calculation should be applied, verified, and displayed)
13. Banking details
14. Currency applicable for invoice

1

A Company

1 George St, Brisbane QLD 4000
Email: Acompany@company.com
ABN 42 412 110 010

2

TAX INVOICE

3

Invoice No: 0017413695

Date: 29/10/2023

4 Invoice To: Santos Ltd
GPO Box 1247
Adelaide, SA 5001

5 Purchase Order: 4800046827

PO Line	Planned Service Line	Service Description	Qty	UOM	Rate	Sub Total	GST	Total
6 1	7 10	8 SUPERVISOR CAMPAIGN MAINTENANCE	9 76	10 EA	11 \$153.68	\$11,679.68	\$1,167.97	\$12,847.65
	20	ADMINISTRATION OFFSITE	20	EA	\$100.00	\$2,000.00	\$200.00	\$2,200.00
	30	ICE ENGINEERING	1	EA	\$378.00	\$378.00	\$37.80	\$415.80
	40	MAX CRANES	5	DAY	\$87.50	\$437.50	\$43.75	\$481.25
	50	5501431 SERVICE TRAILER	21	DAY	\$190.00	\$3,990.00	\$399.00	\$4,389.00
	60	SUPERVISOR ONSITE	240.5	HOURLY	\$167.00	\$40,163.50	\$4,016.35	\$44,179.85
	70	TECHNICIAN - SERVICE (DISCOUNTED)	960	HOURLY	\$128.00	\$122,880.00	\$12,288.00	\$135,168.00
Payment Terms: 30 days End of Month						GST Sub Total - 10%		\$18,152.87
13 Banking Details Account Name: A Company BSB: 000 789 Account: 0963 8524						14 Total Incl GST (AUD)		\$199,681.55



Santos